



Culford School

Attendance Policy

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1. Introduction

Culford School recognises its duty to promote good attendance and ensure that children attend regularly and on time. We understand that the best way to achieve this is by working with families; building relationships, listening to and understanding barriers to attendance including working with families to remove such barriers and communicating early about attendance concerns

The relationship between attendance, attainment and behaviour alongside considerations those with special educational needs, mental health needs, medical conditions and / or disabilities is recognised. The links between attendance, absence and pupil wellbeing is also recognised and is considered in the Schools approach to safeguarding.

Culford School understands that not all pupils have the same circumstances that may result in a period of absence in education. When patterns are recognised we would look to work with families to consider ways to address the situation, with the goal of improving attendance at school.

Culford will collaborate with local partners to work with families to help support and remove barriers to a pupil's attendance. In some circumstances, the school may seek additional advice from the local education welfare officer.

This policy applies to the whole School including the Early Years Foundation Stage (EYFS).

2. Key Contacts

Each school has an attendance champion. The Senior Attendance Champions oversees each school's strategic analysis of attendance data to identify cohorts at risk and evaluate the impact of improvement efforts.

in their school and liaising with pupils, parents and external agencies.

The school has a dedicated Safeguarding and Attendance Officer who works with each school and oversees the monitoring and attendance improvements with each school.

James Palmer, Safeguarding and Attendance Officer James.palmer@culford.co.uk

Pre Prep	Kelly Harrison	Pre Prep Senior Teacher	kharrison@culford.co.uk
Prep	Jon Herd	Prep Assistant Head	Jherd@culford.co.uk
Senior	Dom Ford	Deputy Head (Pastoral and Boarding)	Dom.ford@culford.co.uk
Suffolk County Council	Anna Mayhew	Education Welfare Officer	Anna.Mayhew@suffolk.gov.uk

3. Definitions

Regular Attendance

Regular attendance means attending all sessions, for the full duration of those sessions, except where there is a statutory reason.

Persistent Absentee

A pupil is defined by the Government as a 'persistent absentee' when they miss 10% or more schooling across the school year for any reason; this can be authorised or unauthorised absence. Absence at this level will cause considerable damage to any pupil's education and we need the full support and co-operation of parents to resolve this. Pupils who have attendance levels of 90% or below are considered to be a persistent absentee.

Severely Absent

A pupil who has missed 50% or more schooling is defined by the Government as 'severely absent'. Pupils within this cohort may find it more difficult to be in school or face bigger barriers to their regular attendance and, as such, are likely to need more intensive support.

4. Parent's Responsibilities

The law entitles every child of compulsory school age to an efficient, full-time education suitable to their age, aptitude, and any special educational need they may have. It is the legal responsibility of every parent to make sure their child receives that education either by attendance at a school or by education otherwise than at a school.

Where parents decide to have their child registered at school, they have an additional legal duty to ensure their child attends that school regularly. This means their child must attend every day that the school is open, except in a small number of allowable circumstances such as being too ill to attend or being given permission for an absence in advance from the school.

Parents are bound by the terms relating to conduct and attendance in the parent contract and failure to ensure a child's attendance or engage with the School about it could amount to a breach of contract or a finding that the parent is treating the School unreasonably.

Details of how parents play an important role in managing attendance and registrations can be found in section 7.2 The Role of Parents.

5. Pupil Responsibilities

The School has high expectations of pupils as to their attendance and will work with the pupils who have poor attendance.

Pupils should be aware that:

- they are expected to be present in-person for the duration of each School day
- they are expected to arrive on time and attend all timetabled lessons
- they should not leave a lesson or the School site without permission or otherwise in accordance with School rules
- they should engage with the School's arrangements for recording and managing attendance as set out in this policy
- any unexplained absence will be followed up
- persistent lateness or non-attendance will result in action being taken by the School. This may take the form of:
 - offers of support to seek to identify and address any barriers to attendance
 - communication with parents
 - reporting to other agencies such as children's social care
 - sanctions against them or their parents in line with the School's behaviour policies.

If pupils are having difficulties that might discourage or prevent them from attending School or specific lessons regularly, we encourage them to speak to their Form Tutor or any member of staff they feel is appropriate. Pupils can expect this information to be managed sensitively.

6. Additional Needs

The School recognises some pupils may find it harder than others to attend School. Culford will work with those pupils and parents to try to remove barriers to attendance by building strong and trusting relationships and working together to put the right support in place.

The School will make reasonable adjustments¹ where a pupil has a disability that puts them at a substantial disadvantage, in comparison with pupils without a disability, in relation to school attendance.

¹ In this case to meet the school's duty to make reasonable adjustments for pupils with a disability under section 20 of the Equality Act 2010.

It will also work with parents, and where appropriate with the local authority, to develop specific support approaches for attendance for pupils with special educational needs and disabilities.

Suitable strategies will also be considered for pupils with any social, emotional or mental health issue that is affecting their attendance².

Where barriers are outside of the School's control, the School will work with parents and pupils to identify alternative sources of support or consider, where appropriate, making a referral for early help.

The School will make a sickness return to the local authority if

- a pupil is recorded in the attendance register as absent using the national absence code I (unable to attend because of sickness) and
- there are reasonable grounds to believe that the pupil will have to miss 15 consecutive or cumulative school days or more for illness
- or the pupil's total number of school days missed during the current school year because of illness (whether consecutive or cumulative) will reach or exceed 15 school days

7. School Arrangements

7.1 Managing Attendance and Registration

The School monitors, records and shares data about pupil attendance and as part of its duty to safeguard and protect pupils and promote attendance it accurately completes admission and attendance registers. The School expects all pupils to be present for the whole of the School day, as follows:

Senior School

The Senior School day is Monday to Friday 08:25 to 16:05 for lessons and 16:25 to 17:25 for activities.

Morning registration is at 08:25 Monday to Friday and afternoon registration will be during Period 5 - 14:05 Monday to Friday. The register is only open for 30 minutes.

On Saturday, Pupils can access the School's ACE Programme. This is optional for pupils and therefore there is no registration on Saturday with Tutors. Pupils will register their attendance at their chosen session at 08:50 with the session leader.

Pupils must register in person with their tutor each morning and in the afternoon with their Period 5 Teacher. Pupils participating in sporting activities must register their attendance with their Sports Coach, where individual pupils are given permission to do so. It is also the Tutor's/ Sports Coach's responsibility to ensure that pupils are registered in a timely manner.

Prep School

The Prep School day is Monday to Friday 08:25 to 16:15 for lessons and 16:25 to 17:25 for activities.

Morning registration is 08:25- 08:35 Monday to Friday and afternoon registration will be at 13:30 -13:45 Monday to Friday. The register is only open for 30 minutes.

Pupils must register in person with their tutor each morning or afternoon. Pupils participating in sporting activities must register their attendance with their sports coach. It is also the Tutor's/ sports coach's responsibility to ensure that pupils are registered in a timely manner.

Pre Prep

The Pre Prep School day is Monday to Friday 08:50 – 16:00. Activities and after school care are run from 16:00 to 18:00

² See Mental health issues affecting a pupil's attendance: guidance for schools which includes a Summary of responsibilities where a mental health issue is affecting attendance and Support for pupils where mental health is affecting attendance

Morning registration is 08:50 Monday to Friday and afternoon registration is 13:00 Monday to Friday. The register is only open for 30 minutes.

7.2 The Role of Parents

The School expects all Parents to:

- make any application for an authorised leave of absence at the earliest opportunity. The reason for absence must be communicated in advance with the school, together with the reason for absence.
- notify the School of any absence or delay as soon as reasonably possible in accordance with this policy and when doing so, give an accurate explanation for this.
- cooperate with the School to explore possible barriers to attendance and to improve it where attendance has been raised as an issue.

Parents of day pupils should ensure their child attends school in time for morning registration.

Parents of boarding pupils should ensure their child returns to their boarding accommodation by 21:00 on Sunday evening or 07:30 Monday morning to be ready for classes.

7.3 Reporting absence

If a pupil is to be absent from school for any reason, parents should contact the school and where a pupil is ill, the School should be notified of the nature of the illness.

Senior School

Email the Form Tutor and senior reception reception@culford.co.uk by 08:00 on the first morning of absence. Alternatively call the senior reception on 01284 728615 by 09:00

Email to the tutor updating on the absence and an indication to when the pupil may return to school.

Prep School

Email the Form Tutor by 08:30 on the first morning of absence. Alternatively call the Prep reception on 01284 385383 by 09:00

Please see the next section Authorised Absences on how to request an absence, in advance, with the Head of Prep.

Pre Prep

Email the Form Tutor by 08:30 on the first morning of absence. Alternatively call the Pre-Prep reception on 01284 385412 or email fieldgate@culford.co.uk by 09:00.

7.4 Authorised Absences

Authorised absence means that the School has either given approval in advance for a pupil to be away (granted an authorised leave of absence) or has accepted an explanation offered afterwards as justification for absence.

Planned absences during term time must be requested in writing to the Head of Prep and Pre Prep. In senior school requests must go to the Attendance Officer for one day absences and to the Head for more than one day of planned absence.

Although we understand that it is not always possible to arrange holiday flights exactly when needed, it is not encouraged for pupils to take extended holidays and miss the first or last few days of term.

The School will consider each application for an authorised leave of absence individually, taking into account the specific facts and circumstances, the pupil's past attendance record and the relevant background context behind the request.

Apart from illness or where there are additional needs, no pupil should be away from School without prior permission from the Head. If a leave of absence is granted, it is for the Head to determine the length of the time the pupil is authorised to be away from school. It will be recorded as an authorised absence.

Dental or medical appointments should be made during school holidays or after school where possible, although we understand this may not be possible for regular appointments.

A leave of absence will usually be authorised for religious observance if the day concerned is exclusively set apart for religious observance by the religious body to which parents and pupils belong. Parents are expected to make a request for this type of leave of absence in advance.

7.5 Attendance Register

Attendance of compulsory school-aged pupils is recorded and monitored in accordance with the statutory requirements.

The attendance of boarding pupils and / or pupils of non-compulsory school age will be recorded in the same way so attendance can be monitored, unexplained absences are investigated and the School can ensure their safety and welfare.

The register will be kept electronically and retained for six years after the end of the year to which they relate. The registers are electronically backed up daily and retained for six years after the end of the year to which they relate.

The School will also use these records to identify patterns of poor attendance (at individual and cohort level) and work with pupils and parents to resolve any issues before they become entrenched.

The School is required by law to take attendance registers twice daily - once at the start of the morning session and once during the afternoon session.

On each occasion it will be recorded whether every pupil is;

- present
- absent
- attending an approved educational activity
- unable to attend school due to an exceptional circumstance

7.6 Recording Absence

Absence will be recorded using the statutory attendance codes.

- authorised absence
- approved sporting activity
- holiday authorised by the school
- illness
- medical or dental appointments
- religious observance
- study leave
- educational visit or trip
- excluded whilst still on the school register
- other authorised circumstance

7.6.1 Recording attendance during GCSE

Upper Fifth pupils remain of compulsory school age until 25 June 2027. Upper Fifth pupils should be registered as follows during this time:

1. If the pupil is not expected in between a pupil's final exam and Friday 25 June 2027 using Code C – Exceptional Circumstances
2. after Friday 25 June 2027 using Code X – Non-compulsory school age absence (provided that pupil does indeed cease to be of compulsory school age on 25 June 2027).
3. If pupils are expected to be in school for a session, but are absent for some reason, then the usual appropriate absence code should be used.

7.7 Unauthorised absence

The "unauthorised absence" code will be used when prior permission for absence has not been given and where the School is not satisfied with the explanation given for absence or delayed attendance meaning that the code for "unable to attend due to an exceptional circumstance" is not appropriate.

Examples include:

- holiday has not been authorised by the School or is in excess of the period determined by the Head
- the reason for absence has not been provided
- a pupil is absent from school without authorisation
- a pupil has arrived in school after registration has closed and without reasonable explanation.

7.8 Remote Education

The School is required to record all absence from in-person lessons.

The School may, in limited circumstances, provide remote education to enable pupils, who are well enough to learn but unable to attend the School site, to keep pace with their education.

In the limited circumstances when the School decides to use remote education for individual pupils when they are absent, the following will be considered:

- ensuring mutual agreement of remote education by the School, parents or carers, potentially pupils, and if appropriate a relevant medical professional. If the pupil has an Education, Health and Care plan or has a social worker, the local authority should also be involved in the decision.
- if remote education is being used as part of a plan to reintegrate back to school, putting a formal arrangement in place to review its efficacy regularly, alongside identifying what other support and flexibilities can be put in place to help ease the pupil back to school at the earliest opportunity.
- setting a time limit within which the period of remote education provision should be reviewed, with the aim that the pupil returns to in person education with the required support in place to meet their needs.

The School will utilise a digital education platform that will be kept up-to-date and keep pupils safe. Staff will remain trained and confident in its use.

7.10 Monitoring Attendance

The School will undertake regular data analysis to identify pupil attendance levels. Monitoring will look at historic and emerging patterns across each school.

Such analysis may include:

- monitoring and analysis of weekly attendance patterns.
- use this analysis to provide regular attendance reports to class teachers to facilitate discussions with pupils and to leaders (including the special educational needs coordinator and designated safeguarding lead).
- conduct thorough analysis of half-termly, termly, and full year data to identify patterns and trends.
- benchmark attendance data at whole school, year group and cohort level to identify areas of focus for improvement.
- devise specific strategies to address areas of poor attendance identified through data.
- monitor the impact of school-wide attendance efforts, including any specific strategies implemented.
- Provide attendance data to the Head and the Board of Governors.

Senior School

Weekly reviews by the Deputy Head (Boarding and Safeguarding) and the Safeguarding and Attendance Officer will record their review and assign any follow up actions. If there is no apparent authorised reason for non-attendance, guideline actions for particular thresholds of attendance are as follows:

95-91%: Documented contact with the parents

90-86%: Documented SLT face to face meeting with parents

85% or less Documented face to face meeting with Head

Prep School

A weekly attendance report L1 - U3 will be produced and emailed to the Head of Prep, Deputy Head Prep and Assistant Head Prep. The report will show weekly attendance per pupil, across 2 registrations weekdays and also running totals for the academic year since September.

95-91%: Documented contact with the parents

90-86%: Documented SLT face to face meeting with parents

85% or less Documented face to face meeting with Head

Pre Prep (PPR- PP2)

A weekly attendance report will be reviewed by The Head of Pre Prep and the Head of Learning Development.

If there is no apparent authorized reason for non-attendance, guideline actions for particular thresholds of attendance are as follows:

95-91%: Documented contact with the parents

90-86%: Documented SLT face to face meeting with parents

85% or less Documented face to face meeting with Head

Nursery and Reception

Staff will contact the parent on the first day of absence if they have not received communication from the parent about the child's absence.

Staff will use reasonable judgment about when to raise concerns about a child's attendance levels. Concerns should be raised with the Nursery Manager or Head of Pre Prep in the first instance

7.11 Managing Absence

The reception team at each school will contact parents if the school has not been informed of a pupil's absence from school. This will be on the first morning or afternoon of the pupil's absence from school depending on the registration period.

- 1) sending letters to parents or carers;
- 2) Teachers should be mindful of absence and report to SMT any concerns that they have;
- 3) SMT to review attendance as standing item in meeting holistically through attendance data reports;
- 4) supporting returners on a bespoke basis depending on need

7.12 Admission Register

In accordance with the requirements of the Education (Pupil Registration) (England) Regulations 2006 (as amended), the School will:

- maintain an admission register of pupils admitted to the School;

- inform the local authority of any pupil who is going to be added to or deleted from the School's admission register at non-standard transition points.

The admissions register contains specific personal details of every pupil in the School, information regarding parents and carers and details of the school they last attended and whether each pupil of compulsory school age is a boarder or day pupil. In addition, the register will record:

- both the pupil's legal name and the name normally used in school
- the address of the child
- the pupil's start date - rather than 'date of admission'

Where the School notifies the local authority that the pupil's name is to be deleted from the admission register, the School must provide it with the following information:

- the full name of the pupil.
- the full name and address of any parent with whom the pupil lives.
- at least one telephone number of any parent with whom the pupil lives.
- the full name and address of the parent who the pupil is going to live with, and the date the pupil is expected to start living there, if applicable.
- name of the pupil's other or future school and pupil's start date or expected start date there, if applicable.
- the ground (prescribed in regulation 8) under which the pupil's name is to be deleted from the admission register.

The register will be kept electronically and retained for six years after the end of the year to which they relate. The registers are electronically backed up daily and retained for six years after the end of the year to which they relate.

7.13 Reporting Duties

The School is legally required to share information from their registers with the local authority. As a minimum this includes:

- **New Pupil and Deletion returns:** notifying the local authority when a pupil's name is added to or deleted from the school admission register outside of standard transition times.
- **Attendance returns:** providing the local authority with the names and addresses of all pupils of compulsory school age who fail to attend school regularly or have been absent for a continuous period of 10 school days where their absence has been recorded with one or more of the codes statistically classified as unauthorised (G, N, O, and/or U) see attendance code table in Appendix 1 for reference.
- **Sickness returns:** providing the local authority with the full name and address of all pupils of compulsory school age who have been recorded with code I (illness) and who the school has reasonable grounds to believe will miss 15 days consecutively or cumulatively because of sickness. Only one sickness return is required for a continuous period of sickness in a school year

UKVI sponsor guidance states that a sponsored student's attendance must not drop below 80% or miss 10 consecutive days of unauthorised absence. If any of the above occurs the school will assess the reasons behind this and if necessary, the school/college will report this on the SMS as per the sponsor guidance.

Action will be taken in accordance with the school missing child and child protection (safeguarding) policy if any absence of a pupil from school gives rise to a concern about welfare.

7.14 Training

The School ensures that regular guidance and training on attendance is arranged on induction and at regular intervals thereafter so that staff and volunteers understand what is expected of them by this policy and have the necessary knowledge and skills to carry out their roles. As a minimum this will include all staff understanding:

- the importance of good attendance and that absence is almost always a symptom of wider circumstances; and
- the School's strategies and procedures for tracking, following up and improving attendance.

Dedicated attendance training is provided to any member of staff with a specified attendance function in their role, including administrative, pastoral or wellbeing support staff and senior leaders. This should include:

- the law and requirements of schools including on the keeping of registers;
- the process for working with other partners to provide more intensive support to pupils who need it;
- the necessary skills to interpret and analyse attendance data; and
- any additional training that would be beneficial to support pupils and pupil cohorts overcome commonly seen barriers to attendance.

The School maintains records of all staff training.

7.15 Information Sharing

Personal information on attendance will only be shared in line with legal obligations and having regard to Government guidance on attendance, safeguarding and children missing education.

The School, local authorities and other local partners should work jointly and share data on individual cases where it is of benefit to a pupil (e.g. health services where there are medical conditions or the police where there are extra-familial harms).

Where appropriate the schools will attend regular targeting support meetings

The School is legally required to share information from the registers with the local authority. As a minimum this includes:

- New pupil and deletion returns
- Attendance returns
- Sickness returns

The law allows local authority officers access to the attendance and admission registers of all types of schools to carry out their functions under the Education Acts to support joint working between schools and local authorities. These officers are also permitted to take digital or physical extracts of the School's registers.

The School must provide specific pupil information on request to the Secretary of State. The School meets this requirement by having an electronic management information system containing the required information. The School also uses this tool to monitor pupil level attendance and understand trends in attendance patterns.

7.16 Record Keeping and Confidentiality

All records created in accordance with this policy are managed in accordance with the School's policies that apply to storage and retention of records and documents.

The information created in connection with this policy may contain personal data. The School's use of this personal data will be in accordance with UK Data Protection Law. The School has published privacy notices on its website which explain how the School will use personal data.

8. Useful Links

- [Working together to improve school attendance](#)
- [The Mental health issues affecting a pupil's attendance: guidance for schools](#)
- [Mental health and behaviour in schools](#)
- [Supporting Pupils with medical conditions at school](#)
- [Guidance for Parents on School attendance](#)
- [Keeping Children Safe in Education](#)
- [School Attendance\(Pupil Registration\) Regulations 2024](#)

- [Relationship between mental ill health and absence in students aged 13 to 16](#)
- [Send Code of Practice:0 to 25 years](#)
- [Providing remote education](#)
- [Communicating with parents about school attendance](#)

1. Appendix 1 - School Attendance Codes

The table below is a summary of the statutory attendance codes and related

KEY	Present	<i>The pupil is physically in school when the register is taken.</i>
	Approved Education Activity (Present)	<i>The school is responsible for making or approving the arrangements. If none of these codes applies (e.g. privately arranged work experience is outside Code W) the correct code may be Code C.</i>
	Authorised absence	<i>The appropriate authorised absence code should be used where applicable (note the full definitions of each in the guidance). Independent schools are not subject to Regulation 11, which limits the circumstances in which absence can be authorised, but should be mindful of the expectation in para 37 of the statutory guidance that they should nonetheless apply the same restrictions. If another authorised absence code does not apply then Code C should be used but note that the guidance says Code C should only be in 'exceptional circumstances'. [NB - Schools are advised to keep a note of their rationale for authorising any absence under Code C.]</i>
	Unauthorised absence	<i>10 days' continuous unauthorised absence must be reported to the local authority.</i>
	Not counted in possible attendances	<i>These codes sit outside the attendance statistics.</i>

CODE	DESCRIPTION	MEANING	NOTES
/	Present (AM)	Present	
\	Present (PM)	Present	
L	Late (before registers closed)	Present	
B	Any other approved educational activity (not sporting activity or work experience)	Present - Approved educational activity	<i>Record the nature of the activity. Must be off-site, of an educational nature, take place during the attendance session, and be physically supervised by someone the school considers to have appropriate skills, training, experience and knowledge. The school must have approved the pupil's attendance at the activity and have arrangements in place to ensure safeguarding, welfare and for the provider to notify any absence to the school.</i>
K	Education provision arranged by the local authority	Present - Approved educational activity	<i>Record the nature of the provision e.g. home tutoring, approved framework for alternative provision, blended learning.</i>
P	Sporting activity	Present - Approved educational activity	<i>Must be a sporting activity and meet all the requirements as for 'B' above.</i>
V	Educational visit or trip	Present - Approved educational activity	<i>Must be arranged by or on behalf of the school and take place during the attendance session. If a pupil was due to attend a visit, but does not, the relevant absence code should be used instead.</i>
W	Work experience	Present - Approved educational activity	<i>Must be arranged by the school/LA as part of the pupil's education and meet all the requirements as for 'B' above.</i>

C	Absent with leave (exceptional circumstances)	Authorised absence	<i>Use this code for any absence with leave not covered by another leave or absence code. Should not be granted (and in state schools must not be granted) unless there are exceptional circumstances</i>
C1	Participating in a regulated performance or regulated employment abroad	Authorised absence	<i>Supported by a relevant licence or exemption (see guidance for more details)</i>
C2	Part-time timetable for compulsory school age pupil	Authorised absence	<i>In exceptional circumstances e.g. due to a medical condition. Should not be used to manage behaviour. Must be agreed with parent, be part of wider support plan, have regular review dates, have a proposed end date (shortest time necessary).</i>
E	Excluded (no alternative provision made)	Authorised absence	<i>Suspended or permanently excluded on disciplinary grounds where their name is still entered in the admissions register. Must not be used for exclusion for non-payment of fees.</i>
I	Illness (NOT medical or dental appointment)	Authorised absence	<i>Only where the school has genuine and reasonable doubt about the authenticity of the illness should medical evidence be requested to support the absence.</i>
J1	Interview for employment / admission to another educational institution	Authorised absence	<i>Applies only to interviews (e.g. not open days). Transition days at other schools would be recorded under 'B' (if conditions met) or 'C' if not. Must take place during the session for which absence recorded.</i>
M	Medical/Dental appointments	Authorised absence	<i>Parents should be encouraged to make appointments out of school hours</i>
R	Religious observance	Authorised absence	<i>Day set by the religious body the parents belong to (not parents themselves) which would expect parents to stay away from employment. If the religious body sets a single day then only 1 days should be recorded 'R' with any additional time given recorded under 'C'.</i>

			<i>day then only 1 days should be recorded 'R' with any additional time given recorded under 'C'.</i>
S	Studying for a public examination	Authorised absence	<i>Guidance says study leave should not be granted by default and should be used sparingly. This code may only be used for study leave for public exams (i.e. not for internal exams/mocks).</i>
T	Parent travelling for occupational purposes	Authorised absence	<i>Pupil is a mobile child (no fixed abode) and their parent is travelling in the course of their trade or business and the pupil is travelling with them.</i>
G	Holiday not granted by the school	Unauthorised absence	<i>Leave cannot be authorised retrospectively if the parent does not apply in advance.</i>
N	Reason for absence not yet established	Unauthorised absence	<i>Where the reason has not been established before the register closes. If no reason established within 5 school days this must be amended to 'O'.</i>
O	Absent in other or unknown circumstances	Unauthorised absence	<i>Where no reason is established or where the school is not satisfied that the reason would be recorded using an authorised absence code.</i>
U	Late (after registers closed)	Unauthorised absence	<i>Pupil has arrived late after the register has closed by before the end of the session. The attendance policy must state how long the register will remain open (not more than 30mins).</i>
D	Dual registered at another school	Not counted in possible attendances	<i>Pupil is attending another school (e.g. hospital school) at which they are registered.</i>
Q	Lack of access arrangements	Not counted in possible attendances	<i>Only where the LA has a legal duty to arrange home-to-school travel for the pupil and has not done so, or because the pupil has no choice but to attend a school that does not qualify for such travel arrangements and is more than walking distance from where they live.</i>

X	Non-compulsory school-age pupil not required to attend	Not counted in possible attendances	<i>Where the pupil's timetable does not require them to attend. If absent when timetabled to attend the appropriate absence code must be used.</i>
Y1	Transport normally provided not available	Not counted in possible attendances	<i>Where the pupil does not live within walking distance and transport provided by LA or school is not available.</i>
Y2	Widespread disruption to travel	Not counted in possible attendances	<i>Due to national, local or international emergency.</i>
Y3	Part of the school premises closed	Not counted in possible attendances	<i>Part of the school is unavoidably out of use and the pupil cannot practicably be accommodated in the part in use.</i>
Y4	Whole school site unexpectedly closed	Not counted in possible attendances	<i>Must not be used for any planned closure e.g. holidays</i>
Y5	Pupil in criminal justice detention	Not counted in possible attendances	<i>E.g. in police detention, remanded to youth detention or under sentence of detention. If serving a community-based sentence use Y7,</i>
Y6	In accordance with public health guidance or law	Not counted in possible attendances	Pupil is well enough to attend (otherwise use 'I') but to do so would be contrary to government guidance or legislation
Y7	Unable to attend due to unavoidable cause	Not counted in possible attendances	<i>Record the nature of the unavoidable cause. Only where something in the nature of an emergency has prevented the pupil from attending the session in question. This code should be used for temporary exclusion due to non-payment of fees</i>

Z	Prospective pupil not on admission register	Not counted in possible attendances	To enable schools to set up registers in advance of the pupil joining to ease administrative burdens.
#	Planned whole school closure	Not counted in possible attendances	E.g. school holidays, bank holidays, weekends, inset days

